

URI Student Senate Organization
CATEGORY TRANSFER REQUEST FORM

STOP!! (For step-by-step directions for applying, see reverse side)

Organization name: _____ Today's date: _____

Contact email address: _____ Contact phone #: _____

Campus address: _____

President's signature: _____ Treasurer's signature: _____

• From Cat. #: _____ Into Cat. #: _____ Amount: \$ _____

Cat. Description: _____ Cat. Description: _____

• From Cat. #: _____ Into Cat. #: _____ Amount: \$ _____

Cat. Description: _____ Cat. Description: _____

• From Cat. #: _____ Into Cat. #: _____ Amount: \$ _____

Cat. Description: _____ Cat. Description: _____

Rationale: _____

-----please do not write below this line-----

Finance Committee recommendation:

approved deny

Senate action:

approved deny

(Finance Committee Chair signature)

(date)

(over—please)

Category Transfers

PLEASE NOTE: All paperwork for requests, i.e., Contingency fund, Alcohol free event, Co-sponsorship, etc. is due in the **COMPLETED FINANCIAL REQUESTS BOX** on the coordinator's desk by **NO LATER THAN NOON** on the day of the meeting. If it is submitted later than that time, it will not be considered until the following week.

Your account is broken down into a number of **categories**, i.e., Cat. 110, Xeroxing or Cat. 109, Office Supplies. (See the appendix for a list of the category line items with their numbers.) You must have enough funds in the appropriate category in order to spend money. If you want to transfer money between categories, follow the procedure below.

Category Transfer Requests

Remember that your original budget requests should be adhered to; transferring from one category to another requires a justifiable rationale and approval is not guaranteed.

- Absolutely no category transfers are allowed from the following categories:
 - Cat. 222, Advertising (unless it is into Cat. 110, Xeroxing)
 - Cat. 127, Co-Sponsorship
 - Cat. 112, Telephone
 - Cat. 134, Stipends
 - Cat. 312, Recruitment
- Complete all information on the form; the President and Treasurer must sign the form.
- Category Transfers, according to size, must be approved by the following office:

Transfers **under \$100** need approval of the **Finance Chair** only.

Transfers **between \$100 and \$500** require the approval of the **Finance Committee**.

Transfers **over \$500** require the review of the **Finance Committee** and the approval of the **full Senate**.

- If your transfer requires the approval of the Chair only, come in during the Chair's office hours, bring the form, and speak to the Chair.

If your transfer requires Committee or Senate approval, drop the form in the **COMPLETED FINANCIAL REQUEST BOX** which is on the coordinator's desk and **sign up** for the next Finance meeting by **no later than noon** of the day of the meeting